

# CAP SUBORDINATE UNIT INSPECTION GUIDE



OPR: NHQ CAP/EXI  
DATE: 1 Oct 05

## Possible SUI Grades & Important Terms

**Outstanding (O):** Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

**Excellent (E):** Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

**Successful (S):** Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

**Marginal (M):** Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

**Unsatisfactory (U):** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

**Benchmark Candidate--**The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

**Commendable Item--**A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

**Observation--**A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

**Finding--**A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (\*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (\*\*). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3 and CAP-USAFI 90-201 details.

**Repeat Finding--**A finding reported in the unit's previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

**Open Item--**An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and NHQ and CAP-USAF has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

1 October 2005

MEMORANDUM FOR CAP WING, GROUP, SQUADRON AND FLIGHT  
COMMANDERS

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Subordinate Unit Inspection Guide

1. Attached is the revised CAP Subordinate Unit Inspection Guide. This guide reflects a minimum list for inspections of units below the wing level. Wings may add items as local conditions and/or policies require. Functional tabs that do not pertain to a unit may be skipped. For example, a unit without an aircraft would not be subject to the Aircraft Management tab.
2. See the inside back cover for making recommendations for changes. **Changes will be published by inserting pages into the Inspection Guide on the NHQ website and then notifying all region and wing commanders, as well as units and liaison offices.** Commanders and staff officers are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.
3. Questions concerning this guide should be directed to NHQ CAP/EXI

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CAP-USAF Inspector General

Attachment:  
CAP Wing Inspection Guide

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<b>TAB A-1: AEROSPACE EDUCATION</b>		Original
	<b>ITEM</b>	<b>REFERENCE</b>
1	Is an Aerospace Education Officer (AEO) appointed by the commander?	CAPR 280-2 para 3
2	How is the Aerospace Education Program for Senior Members (AEPSM) monitored? a. Has the AEO passed the AEPSM exam? b. Are CAPFs 126 promptly forwarded to the wing upon completion of AEPSM exams, if not completed on-line? c. How many AEPSMs were completed YTD? d. How many seniors have not completed AEPSM?	CAPR 280-2 para 2a(2)(a),  CAPR 280-2 para 2a(2)(a) & CAPP 15 page 9  CAPP 15 page 47 CAPP 15 page 9
3	Is the AEO progressing in the Aerospace Education Officer specialty track (CAPP 215) or has he/she completed the program?	CAPR 280-2 para 2a(2)(b) and CAPP 215
4	Is the unit Aerospace Education Activity Report sent to the wing DAE by 15 Jan? (Review the Activity Report and the required documentation) a. Is the report thorough?; well documented? b. Is a signed copy sent to the unit commander?; to the group AEO?	CAPR 280-2 paras 3d(1)(b), 3d(2)(a), 3d(3)(c) and CAPP 15 page 47
5	Is the unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program? Describe the unit's AEX activities.	CAPP 15 pages 7-8
6	When was the last cadet current affairs activity at the unit? a. Who conducted the activity? b. What was discussed?	CAPR 280-2 paras 3d(1)(d), 3d(2)(e) and/or 3d(3)(a) and (b).
7	Is there an AE bulletin board at the unit? • How current is the information on the bulletin board?	CAPR 280-2 para 3d(1)(e), 3d(2)(f) and/or 3d(3)(a) and (b)
8	Did the unit consider submitting nominations for (AEO should provide copies of completed nomination forms): a. Brewer Awards (Cadet, Senior Member, Individual, Organization categories)? b. A. Scott Crossfield Aerospace Education Teacher of the Year Award? c. Crown Circle Award?	CAPR 280-2 para 4 and CAPP 15 chapt 8 CAPR 280-2 para 4b  CAPR 280-2 para 4d  CAPR 280-2 para 4c

	<b>TAB B-1: CADET PROGRAMS</b>	Original
	<b>ITEMS</b>	<b>REFERENCE</b>
1.	Is the unit Commander or Deputy Commander for Cadets progressing in the Cadet Programs Officer specialty track or has s/he completed the program? • Are the ratings recorded in E-Services?	CAPR 50-17 para 1-2, CAPP 216 and CAPR 20-1
2.	Who monitors compliance with the Cadet Protection Policy? a. Have you had any CPPT-related incidents reported? b. If so, how have they been handled?	CAPR 52-16 para 1-4a, 1-4b and 1-4c CAPP 52-10 para 1
3.	How does the squadron partner with cadets' parents and communicate with them?	CAPR 52-10 paras 4h and i
4.	Does the squadron provide leadership training to cadets? How often? a. Does the squadron have a mentoring program to develop cadets' leadership potential? b. Does the squadron provide leadership feedback to cadets? c. Is the squadron using a cadet staff to help plan and conduct cadet activities?	CAPR 52-16 para 1-3c and 2-3c CAPP 52-6  CAPR 52-16 para 2-4f  CAPR 52-16 para 1-2d
5.	How is the cadet Aerospace Education program monitored? a. Does the squadron participate in the AEX, model rocketry, or STK programs? b. Is the squadron using Phase III & IV cadets as aerospace mentors and instructors?	CAPR 52-16 para 1-3d   CAPR 52-16 para 2-8b and 2-9b
6.	How is the Cadet Physical Fitness Program monitored? a. Where are the cadets' physical fitness categories recorded? b. How often does the unit conduct the CPFT? c. Does the unit offer activities that promote physical fitness? d. Does the unit participate in the President's Challenge awards program?	CAPR 52-16 para 1-3b and 2-3c  CAPR 52-16 para 2-2a CAPP 52-18 chapter 4  CAPP 52-18 chapter 5
7.	How is the Moral Leadership program monitored? a. Who conducts Moral Leadership forums? b. How often are Moral Leadership forums held? c. Does the squadron use the case studies found in CAPP 265-2?	CAPR 52-16 para 1-3e CAPR 52-16 para 1-3e CAPR 52-16 para 1-3e CAPP 265-2
8.	How does the squadron track cadet progression? a. Are cadets advancing steadily through the program? How many cadets have received Wright Brothers, Mitchell, Earhart, Eaker, and/or Spaatz Awards? b. Are milestone presented in a timely manner by	CAPR 52-16 para 2-2b and 2-3  CAPR 52-16 para 2-11

	<p>appropriate dignitaries?</p> <p>c. During the previous year, did the squadron nominate a cadet for the Cadet of the Year Award?</p> <p>d. Does the squadron participate in similar cadet award programs (ie: AFA, AFSA, VFW, and the Congressional Award)?</p>	<p>CAPR 39-3 para 24</p> <p>CAPR 39-3 sect G</p>
9.	<p>How does the squadron promote cadet activities? Are cadets participating actively in:</p> <p>a. Squadron-level special activities?</p> <p>b. Wing-level special activities?</p> <p>c. Encampments? If the wing does not host an encampment, does the squadron encourage cadets to participate in neighboring wings' encampments?</p> <p>d. How many cadets applied for National/Regional Cadet Special Activities?</p> <p>e. Does your unit conduct any local training encampments? Is a DDR presentation included?</p> <p>f. Are a CAC primary and alternate representative appointed for your unit in writing? Do the representatives meet the required qualifications?</p>	<p>CAPR 52-16 Chap 4</p> <p>CAPR 52-16 Chap 5</p> <p>CAPR 52-16 Chap 4</p> <p>CAPR 52-16 para 3-2b</p> <p>CAPR 52-16 para 3-2a(3)</p>
10.	<p>How are squadron-level special activities monitored?</p> <p>a. What types of special activities does the unit offer?</p> <p>b. Do squadron activities include at least one measurable objective?</p> <p>c. Does the squadron promote a drug-free ethic through DDR activities?</p> <p>d. Has the squadron appointed a representative to the Cadet Advisory Council?</p>	<p>CAPR 52-16, para 1-3 and chapter 4</p> <p>CAPR 52-16, para 1-3a</p> <p>CAPR 51-1</p> <p>CAPR 52-16, para 3-2</p>
11.	<p>How often does the squadron provide or arrange for cadet orientation flights?</p>	<p>CAPR 52-16 para 4-2</p>
12.	<p>How does information on CAP Scholarships listed in CAPR 52-16 get out to the cadets?</p> <ul style="list-style-type: none"> <li>How many cadets applied from your unit?</li> </ul>	<p>CAPR 52-16 Chap 4</p>
13.	<p>Does the squadron have all Cadet Program achievement tests and milestone award tests on file? Are they the current editions?</p>	<p>CAPR 50-4 chap 1</p>
14.	<p>How is the squadron encouraging cadets to participate in CAP's emergency services mission?</p>	<p>CAPR 52-16 para 1-5b</p> <p>CAPR 60-3 para 1-9f</p>
15.	<p>How does the squadron manage the Free Cadet Uniform (FCU) program?</p> <p>a. How does the squadron encourage cadets to take advantage of the FCU program?</p> <p>b. Does the squadron attempt to recover and recycle FCUs from cadets who quit CAP?</p>	<p>CAPR 67-1 para 5-11</p>

	<b>TAB C-1: EMERGENCY SERVICES</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Has the commander appointed an Emergency Services Officer (ESO) in writing? a. Has the ESO completed the Emergency Services Officer (ES) specialty track training? b. If yes, please provide documentation for all certifications	CAPR 20-1 page 27  CAPR 50-17 para 1-2, CAPP 213 and CAPR 20-1
2.	Are the commander, ESO and operations personnel knowledgeable of the responsibilities and capabilities of the local primary and secondary SAR/DR agencies? a. Has the unit established contact with the primary SAR/DR agencies in its area? Have any local agreements or joint operating procedures been formulated? b. If yes, provide documentation of contact and established procedures.	CAPR 60-3 para 6-2a and 7-4  CAPR 60-3 para 6-2b and 7-4
3.	Does the unit commander ensure that responsible, qualified personnel are available at any time CAP services may be required? a. Is an accurate status of unit equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) forwarded to wing and readily available to unit incident commanders (ICs)? b. What method is used to alert unit personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail, etc.)? Please explain.	CAPR 60-3 para 1-4c  CAPR 60-3 para 1-4b(5)  CAPR 60-3 para 4-4a
4.	Does the unit have current documentation on all ES qualified personnel and trainees (CAPFs 100 w/supporting documentation)? a. Are these qualifications listed properly in the Membership Information Management System (MIMS)? b. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives? a. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations? b. Have training programs and requirements been coordinated with local SAR/DR agencies as well as the wing? • Please provide documentation to demonstrate this coordination and outline what training has been accomplished.	CAPR 60-3 para 1-4c(2) and 2-2  CAPR 60-3 paras 2-4, 2-5 and 2-6 and CAP/CC Policy Letter dtd 16 Jul 03 CAPR 60-3 paras 2-4, 2-5 and 2-6 CAPR 60-1 para 3-9  CAPR 60-3 para 1-4c(3) and 3-1



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5.	Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements? <ul style="list-style-type: none"><li>• How long does it normally take to receive reimbursement from the wing?</li></ul>	CAPR 173-3 para 2b(1)
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	<b>TAB C-2: COUNTERDRUG</b>	Original
	<b>ITEMS</b>	<b>REFERENCE</b>
1.	Does the unit participate in Counterdrug (CD) missions?	
2.	<p>Are the unit commander, unit operations officer and Wing CD Officer (CDO) kept informed of the unit CD program and its activities? How and how often?</p> <p>a. Does a qualified flight release officer properly release CD missions?</p> <p>1) What system is in place to ensure proper mission planning before release?</p> <p>2) What steps have you taken to ensure the minimum aircrew requirements are met prior to a member engaging in a CD mission?</p> <p>3) Are non-CAP personnel who fly in CAP aircraft properly authorized?</p> <p>b. Is the CAPF 84, CD Flight/Mission Plan, completely filled out to include:</p> <p>1) Specific mission objectives?</p> <p>2) Mission requester's name/phone number?</p> <p>3) A detailed list of mission results?</p> <p>c. Are requests for reimbursement filed in a timely manner?</p> <p>d. Does the unit schedule local CD training missions? Are they authorized by wing?</p> <ul style="list-style-type: none"> <li>Are they properly requested and approved using a CAP Form 10?</li> </ul> <p>e. Do CD missions adhere to regulatory guidelines?</p> <p>1) Are all CD missions flown only after Wing CDO and National Operations Center approval?</p> <p>2) Are requests for CD transportation missions evaluated based on CAPR 60-6 guidelines?</p> <p>3) Does the unit CDO ensure compliance with posse comitatus restrictions? How?</p>	<p>CAPR 60-6 para 1-5g(11)</p> <p>CAPR 60-6 para 3-1</p> <p>CAPR 60-6 para 3-3k(5)</p> <p>CAPR 60-6 para 3-9a</p> <p>CAPR 173-3 para 2b(1)</p> <p>CAPR 60-6 para 4-4c(1) and CAPR 60-3 para 3-5e</p> <p>CAPR 60-6 paras 3-4, 3-5 CAP/USAF/CC Ltr dated 27 June 2001</p> <p>CAPR 60-6 para 3-3k</p> <p>CAPR 60-6 para 3-10c</p>
3.	<p>Are sufficient, trained personnel available?</p> <p>a. How are prospective CD members selected?</p> <p>b. Who reviews the CAPFs 83, <i>CAP Counterdrug Application</i> for accuracy prior to submittal to wing?</p> <p>c. Are all CD personnel properly screened and current? How is this determined?</p> <p>d. Do all CD members within the unit contribute 20 hours to the program annually? How is it tracked and documented?</p> <p>e. Have all CD personnel been CAP members for at least 2 years (or a waiver obtained)?</p>	<p>CAPR 20-1 page 30</p> <p>CAPR 60-6 para 2-2b</p> <p>CAPR 60-6 para 2-2c</p> <p>CAPR 60-6 para 2-2e(1) CAPR 60-6 para 1-5g(22)</p> <p>CAPR 60-6 para 2-2a(2)</p>

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4.	<p>How is the effectiveness and success of the unit's CD support measured and tracked?</p> <p>1) How does the CDO maintain contact with and market the unit's CD capabilities to CD agencies in the local area?</p> <p>2) Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?</p>	<p>CAPR 60-6 para 1-5g(31)(f)</p> <p>APR 60-6 para 1-5g(31)(c)</p>
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	<b>TAB C-3: OPERATIONS</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?	CAPR 60-1 para 2-6n
2.	<p>Is the Flight Release Officer (FRO) process followed?</p> <p>a. Do FROs meet required qualifications?</p> <p>b. Are a sufficient number of FROs appointed in writing?</p> <p>c. Does the State Director receive an FRO list update quarterly?</p> <p>d. Are FROs initially trained and is there any continuation training? Is the training documented?</p> <p>e. How does the FRO release a flight?</p> <p>f. Is the checklist in CAPR 60-1 followed? Be prepared to show documentation.</p> <p>g. Are CAPFs 99 properly filled out at the time of release?</p> <p>h. Are there any local supplements for FRO procedures? Please have copies available.</p> <p>i. Have any requests for a flight clearance been turned down and for what reason?</p> <p>j. Are CAPFs 99 forwarded to the SD as required?</p>	<p>CAPR 60-1 Chap 4</p> <p>CAPR 60-1 para 4-5</p> <p>CAPR 60-1 para 4-9a(1)</p> <p>CAPR 60-1 para 4-9a(5)</p> <p>CAPR 60-1 para 4-9a(2)</p> <p>CAPR 60-1 para 4-6b</p> <p>CAPR 60-1 para 4-6b and atch 8</p> <p>CAPR 60-1 para 4-6c</p>
3.	<p><u>STANDARDIZATION AND EVALUATION:</u></p> <p>a. Are pilot flight records/files maintained and do they contain the required documentation?</p> <p>b. Have all of the unit's pilots attended a Pilot Continuation Training event?</p> <p>c. How many qualified tow pilots does the unit have?</p> <ul style="list-style-type: none"> <li>What percentage of your tow pilots have completed the Soaring Safety Foundation tow pilot on-line course?</li> </ul>	<p>CAPR 60-1 paras 2-8</p> <p>CAPR 60-11 para 2</p> <p>CAPR 60-1 para 5-3</p>

<b>TAB C-4: AIRCRAFT MANAGEMENT</b>		Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Does the unit have an aircraft assigned? If so, please show the following: a. CAP Forms 37A b. Registration c. Monthly Activity Report to Wing	CAPR 67-4 para 2-6 CAPR 67-4 para 2-7 Wing Directives
2.	How do you manage the aircraft and/or glider maintenance? a. Centralized Maintenance Management Program Supplement b. Aircraft maintenance records c. Airworthiness Standards	CAPR 66-1 para 4 and Wing Supplement CAPR 66-1 para 5 CAPR 66-1 para 2f
3.	How do you track routine maintenance such as oil changes, corrosion control and 100 Hours/annual inspections?	FARs and CAPR 66-1 para 8
4.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?	
5.	Inspect aircraft in accordance with attached Aircraft Inspection Checklist	

CAPF 37A, AUG 00

[www.cap.gov](http://www.cap.gov)

Shipping and Receiving Document for Aircraft									
Doc Number Issuing/Disposal Activity			Type of Action:			Doc Number Receiving Activity			
Charter Number Shipped From:			Receipt _____ Custody Receipt _____			Charter Number Shipped To:			
			Transfer _____ Report of Survey _____						
			Disposal _____ Update _____						
Asset Number	Tail Number	Serial Number	Year Manufactured	Make	Model	Fund Source	Cost		
Remarks:									
Certificate for Receipt by Wing									
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.									
Typed Name, Grade of Commander					Signature		Date		
Equipment List									
Item	Make	Model	Serial Number	Remarks					
Audio Panel									
Nav/Com									
Nav/Com									
DME									
ADF									
Transponder									
GPS									
FM Radio									
DF									
Intercom									
Autopilot									
CAP Review For Completeness									
Signature			Date			LO Signature		CAP USAF LR/LG Signature	
						HQ CAP-USAF Signature			
CAP FORM 37A, AUG 00			PREVIOUS EDITIONS WILL NOT BE USED			OPR/ROUTING: LG			

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<b>AIRCRAFT COMPLIANCE INSPECTION CHECKLIST</b>				
Date/Wing: _____ / _____		Current Tach. Time _____		
Registration # N _____		Date/Tach time last mid-cycle _____ / _____		
Make/Model/Year: _____ / _____ / _____		Date/Tach time last 100-hr _____ / _____		
Inspector(s): _____		Date/Tach time last annual _____ / _____		
<b>1. Aircraft Records</b>		Y	N	<b>Comments</b>
a.	Engine Logbook			
1	Verify engine oil change history:			
	- Check tach time of last two 100 hour inspections; 10% overfly allowed to fly to ferry if next 1 is same % under 100 hours [CAPR 66-1 ¶ 8a/9a(3)]			
	- Check tach time of last mid-cycle oil change 40-60 hours w/engine filter, 25 hrs max if no filter, 4 months max regardless of time [66-1 ¶ 8a/9a(3)]			
2	Verify engine has not exceeded TBO [CAPR 66-1 ¶ 10a]			
b.	Airframe and/or Avionics Logbook			
1	Check tach time of last two 100 hour inspections [CAPR 66-1 ¶ 8b]			
2	Check tach time & date of last two annual inspections [CAPR 66-1 ¶ 8c]			
- No overfly auth.; may not fly after end of the same cal. mo. of next yr w/o FAA permit				
3	AD Compliance check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
4	Service Bulletins check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
5	Pitot/Static System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
6	Altimeter System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
7	Transponder System check due by end of 24th month [CAPR 66-1 ¶ 8e(2)]			
8	ELT battery expiration date entered in maintenance records [FAR 91.207]			
9	Eng mounts replaced last 5 yrs or at closest overhaul [CAPR 66-1 ¶ 10a]			
10	Fluid Hoses (except 172R & S) replaced last 5 years [CAPR 66-1 ¶ 10a]			
11	Determine date and value of aircraft's last weight & bal. [FARs]			
12	Verify corrosion control treatment has been completed [CAPR 66-1 ¶ 9b] (Perform annually in coastal areas; biannually in other areas)			
c.	VOR operational check (within 30 days if A/C to fly IFR) [CAPR 66-1 ¶ 8e(3)]			
d.	Propeller Logbook			
	Verify prop. TBO & prop. governor TBO not exceeded [CAPR 66-1 ¶ 10b]			
e.	FAA Form 337's and FAA Supplemental Type Certificates (STCs)			
1	FAA Fm 337 and STCs on file (ie: 180 hp engine mod.) [CAPR 66-1 ¶ 2c]			
2	Verify STC airspeeds and procedures match aircrew checklist in A/C			
f.	Shipping and Receiving Document for Aircraft (CAPF 37A)			
1	Verify the CAPF 37A has A/C assigned to its current unit [CAPR 67-1 ¶ 3-9]			
2	Verify com/nav list on the CAPF 37A matches the A/C? [CAPR 67-4 ¶ 2-6]			
<b>2. Aircraft Interior</b>				
a.	Obvious defects, leaks, corrosion, cleanliness and condition of interior			
b.	Required Placards:			
1	"Not for Hire" (4" X 6", white, protected) [CAPR 66-1 ¶ 6a]			
2	"Max Crosswind" placard displayed [CAPR 66-1 ¶ 6b]			
3	"Cessna Seat Slippage Warning" (except C-172R & later) [CAPR 66-1 ¶ 6c]			
4	Operating Limits (all placards required by POH) [FAR 91.9]			
c.	Avionics & control lock installed when A/C not in use [CAPR 66-1 ¶ 9d]			
d.	Fire Extinguisher-fixed mount, serviceable unit with gauge [CAPR 66-1 ¶ 11b]			
e.	CO Detector-12 or 18 mo. disposable; repl every 12 mos. [CAPR 66-1 ¶ 11g]			
f.	Shoulder Harnesses - required for pilot & copilot [CAPR 66-1 ¶ 11a]			
- new A/C have 90 days to comply by installing shoulder harnesses				

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g.	Cessna seat rails/tracks - inspect for cracks and wear - <u>annotate any elongated holes present in seat rails</u>	[AD 87-20-03 rev 2]			
h.	Secondary seat stop - on lower right side of pilots seat - <u>except Cessna 172R and later models</u>	[CAPR 66-1 ¶ 11c]			
i.	Cargo Tie-Down or Net if any cargo is stored in A/C	[CAPR 66-1 ¶ 11f]			
j.	ELT battery expiration date marked on ELT	[FAR 91.207]			
k.	Required documents aboard aircraft: <b>A-R-O-W</b>				
1	Airworthiness Certificate from FAA	[FAR 91.203]			
2	Registration from FAA	[FAR 91.203]			
3	Operating Handbook	[FAR 91.9]			
4	Weight and Balance - current [check vs. item 1b(11) above] - <u>if multiple versions exist, then all but most recent marked "superseded"</u>	[FARs]			
l.	Survival Kit-mandatory but contents specified by each wing - <u>check kit contents for items that have passed their expiration date</u>	[CAPR 66-1 ¶ 11h]			
<b>3. Aircraft Exterior</b>					
a.	Aircraft properly chocked and tied down - <u>no chains to hardened anchor points, proper ropes or straps</u>	[CAPR 66-1 ¶ 15]			
b.	Check aircraft for obvious defects, leaks, cleanliness, and condition of paint - <u>check airframe for corrosion, esp. at door openings &amp; wing roots</u>				
c.	Check brakes for leaks, wear and obvious defects	[A/C Service Manual]			
d.	Check tires for proper air pressure and serviceability	[A/C Service Manual]			
e.	Ensure proper door hinge pins are installed - <u>both ends braded, compressed or cotter pin at bottom; no quick release pins w/o</u>	[CAPR 66-1 ¶ 11e]			
f.	Pitot tube condition, ensure cover(s) are installed	[CAPR 66-1 ¶ 9c]			
g.	Engine cowling for proper fit, security, contour and fasteners	[CAPR 66-1 ¶ 9c]			
h.	Propeller condition - evidence of prop strikes, leaks, dents, nicks, corrosion				
i.	External Identification Plate - <u>fireproof w/builder's name, model. &amp; serial number etched, stamped, or engraved on aft exterior</u> - <u>on pre-Mar 7, 1988 models plate may be interior/exterior near entrance, but model &amp; serial number must be on aft fuselage</u>	[CAPR 66-1 ¶ 7c]			
j.	CAP Emblem - 12" diameter seal on door	[LGM Letter, 20 Mar 02]			
k.	"USAF AUX" in 6" letters on vertical stabilizer	[LGM Letter, 20 Mar 02]			
l.	CAP and "Prop & Bar" decals on wings	[CAPR 66-1 Atch 1]			
<b>4. Exterior and Interior lighting</b>					
a.	Interior Overhead (flood/dome)				
b.	Instruments				
c.	Landing and taxi lights				
d.	Pulse lights				
e.	Nav./Position-green right, red left, white aft; sunset-sunrise	[FAR 91.209]			
f.	Rotating Beacon - working if installed on aircraft	[FAR 91.209]			
g.	Anti-Collision Strobe - working if installed on aircraft	[FAR 91.209]			

Comments:



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<b>TAB C-5: COMMUNICATIONS</b>		<b>Original</b>
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Is the Unit Communications Officer appointed in writing on a CAPF 2a? <ul style="list-style-type: none"> <li>• Provide a copy of the Transfer of Communications Property Responsibility statement.</li> </ul>	CAPR 100-2 para 3-2  CAPR 100-2 para 3-2
2.	Provide a copy of the revalidated unit CEAR (S-8) report (should be accomplished between 1 Jan and 31 Mar) <ul style="list-style-type: none"> <li>• Are other reports to Wing HQ submitted IAW requirements?</li> </ul>	CAPR 100-2 para 3-9c  Wing Policy
3.	Does the unit hold any communications exercises? <ul style="list-style-type: none"> <li>• Are these exercises coordinated with the Wing Director of Communications (DC)?</li> </ul>	CAPR 100-1, Vol 1, para 3-3b and 5-5a Wing Policy
4.	Does the unit hold any meetings specifically for communications? <ul style="list-style-type: none"> <li>• Is the Wing DC advised so important, new information can be covered in the meeting?</li> </ul>	CAPR 100-1, Vol 1, para 5-5b  Wing Policy
5.	Does Unit Communications Officer review the annual wing communications plan(s) a. Does local training include information from the communication plan(s) that affects unit members or local operations?	CAPR 100-1, Vol 1, para 2-2, para 2-3, para 2-4  Wing Policy
6.	Is the Communications Officer utilizing the Communications Equipment Management System (CEMS)? a. Is the issue of non-expendable communications equipment to individual members approved & recertified IAW CAP directives? b. Can the Communications Officer show how the current assignment and distribution of corporate equipment supports the communications plan(s)? c. Does the Communications Officer ensure equipment is returned when members transfer or do not renew? d. Does your equipment meet NTIA standards?	CAPR 100-2 para 1-3e (1)  CAPR 100-2 para 3-5b(2)  CAPR 100-1, Vol 1, para 7-9 and CAPR 100-2 para 1-4a  CAPR 100-2 para 3-5b(4) CAPR 100-2 para 10-1

	<b>TAB D-1: PROFESSIONAL DEVELOPMENT</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Has the Professional Development Officer (PDO) been appointed in writing?	CAPR 20-1 page 27
2.	Is a professional development reference library being maintained?	CAPR 50-17 para 2-2
3.	Has the commander assigned a Test Control Officer (TCO) in writing? a. Are testing materials inventoried at least every 90 days? Are test inventory logs maintained for at least 24 months? b. Are testing materials properly secured? c. Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the TCO IAW CAP and AFIADL guidance?	CAPR 50-4 para 1-2a  CAPR 50-4 para 1-5 & 2-6  CAPR 50-4 para 1-4; 2-4  CAPR 50-4 Chap 2 and CAPR 50-17 para 8-1b(3)(d)
4.	Are the Professional Development Reports (PDR) updated and used as a management tool by the Professional Development Officer (PDO) and the commander?	CAPR 50-17 para 2-6
5.	Has the PDO updated the CAPFs 45b of all unit members?	CAPR 50-17 para 2-4b
6.	Is Level I Training being offered quarterly? • How many members of the unit have NOT completed their Level I?	CAPR 50-17 para 3-6
7.	Have all senior members, and cadets 18 years and older, completed Cadet Protection Program Training (CPPT)?	CAPR 50-17 para 3-4
8.	Has the wing offered Squadron Leadership Schools (SLS) and a Corporate Learning Courses (CLC) frequently enough and within reasonable distance to support the needs of the unit? a. How many members of the unit have completed SLS? b. How many members of the unit have completed CLC?	CAPR 50-17 para 4-6b and 5-3c
9.	What is your system to ensure Professional Development awards are processed in a timely and appropriate manner?	CAPR 50-17 para 2-5

	<b>TAB D-2: CHAPLAIN SERVICE</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How long have you been the chaplain/MLO?	CAPR 265-1
2.	Have you met the minimum requirements specified in CAPR 265-1? a. Formal Education Requirements b. Moral Leadership Officers (MLOs) Approval c. Confidentiality	CAPR 265-1 para 6  CAPR 265-1 para 6c CAPR 265-1 para 7 CAPR 265-1 para 17
3.	Are you progressing through the appropriate specialty track training?	CAPR 265-1 para 11 and 12
4.	Do you understand the distinction between Chaplains and MLOs especially in matters of privileged communication, confidentiality and performing religious services?	CAPR 265-1 para 17
5.	Evaluate your involvement as a member of the Commander's staff by answering the following questions: a. Are you included in staff meetings? If not, please explain why not? b. What steps do you take to ensure religious services are provided for all CAP activities that last over a weekend?	CAPR 265-1  CAPR 265-1 para 14 and 16c CAPR 265-1 para 16a and CAPP 221 para 3-1
6.	Explain how you support the unit's Moral Leadership Program a. How often do you conduct Moral Leadership programs? b. Are you currently using the published moral leadership curriculum, Flight Time: Values for Living (CAPP 265-2)? c. What discussion topics have you conducted in the last 6 months?	CAPR 52-16 para 1-3e and 5-5b and CAPP 221 para 3-5  CAPR 52-16 para 1-3e(1)
7.	Explain how you support the unit's Emergency Services program a. Are you qualified as a Mission Chaplain? b. Are you certified in Critical Incident Stress Management?	CAPP 221 para 4-3  CAPR 60-5 para 2b and 3a(3)
8.	Have you met the reporting requirements outlined in CAPR 265-1? • Have you submitted a CAPF 34 to the Wing Chaplain by the required date?	CAPR 265-1 para 8a
9.	What other types of issues have you had to deal with in the past 2 years while serving as Chaplain/MLO?	

	<b>TAB D-3: FINANCE</b>	Original
	<b>ITEM</b>	<b>REFERENCE:</b>
1.	Is the unit finance officer appointed in writing? a. Was an audit of unit funds completed when the finance officer changed? b. Were attach 1's guidelines used in conducting the audit? Is there documentation?	CAPR 20-1 page 27 CAPR 173-1 para 4a  CAPR 173-1 para 4a
2.	Has a finance committee been established? a. Who serves on the committee? b. What are the responsibilities of the finance committee? c. Does the finance officer present a complete report of all financial transactions for the preceding year to the finance committee? When was the last report presented? d. Please demonstrate that the finance committee minutes (paper or electronic) are retained IAW CAP regulations.	CAPR 173-1 para 1a CAPR 173-1 para 1a CAPR 173-1 para 2a  CAPR 173-1 para 2c(8)  CAPR 10-2 para 6 and Table 1, Rule 11
3.	Is an annual audit of unit funds completed and forwarded to wing HQ? a. When was the last audit sent to wing? b. Please provide a copy of the last annual audit	CAPR 173-1 para 4b
4.	How are accounting records maintained? a. Are they maintained IAW CAPR 173-1 attach 2 and 3? (Please have the latest 173 series CAP forms available for review by the inspector) b. Are the CAPF 173 expenditure and receipts forms totaled monthly?	CAPR 173-1 para 8  CAPR 173-1 para 9
5.	Is there a petty cash fund?	CAPR 173-1 para 9b(2)
6.	How many checking accounts does the unit maintain? Savings accounts? • Who has the authority to administer funds and sign checks for the checking account?	CAPR 173-1 paras 1c, 6 and 9b(5) CAPR 173-1 para 1b, 1c and 2c(5)

	<b>TAB D-4: ADMINISTRATION</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Is there an official set of CAP publications for the unit? (Note: Access to electronic copies, to include the CAP website, will satisfy this requirement) a. Are publications posted correctly? (N/A if web access) b. Are publications and forms spot-checked every 6 months and are spot-checks documented? (N/A if web access) c. Are OIs kept to an absolute minimum?	CAPR 5-4 para 2b(1)  CAPR 5-4 para 1g  CAPR 5-4 para 2a  CAPR 5-4 para 3
2.	Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, wing, region and the National Headquarters? a. Are all administrative communications completed IAW CAP guidelines? b. What procedures are there to ensure prompt action on all communications? c. Are records filed properly? d. Are cut-off instructions followed? e. Are records screened for historical significance? f. Are frequent back-ups of electronic files conducted? <b>NOTE:</b> Back-ups should be stored in another building.	CAPR 10-1 para 2d  CAPR 10-1  CAPR 10-1 para 6  CAPR 10-2 para 3 CAPR 10-2 para 9 CAPR 10-2 para 10 CAPR 10-2 para 7

	<b>TAB D-5: PERSONNEL</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Is the unit properly designated and manned IAW CAPR 20-3? • Are changes properly submitted on a CAPF 27?	CAPR 20-3 CAPR 20-3 para 3a
2.	Is an organization chart posted and current?	CAPR 20-1 para 3b
3.	Are new membership applications processed properly? • Have all active senior members been screened?	CAPM 39-2 paras 2-4, 3-3, 3-5, 3-7, 5-6 and 5-9
4.	Are all members properly assigned to a duty?	CAPR 35-1
5.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 para 1
6.	Are personnel actions recorded and maintained properly in a CAP personnel file? a. Are inactive personnel records maintained IAW CAP directives? b. Are member transfers handled properly?	CAPM 39-2 para 1-7 CAPM 39-2 para 1-8 CAPM 39-2 para 1-11
7.	How do you manage the personnel program (renewals, promotions, awards, etc.?)	CAPM 39-2 and CAPR 20-1 page 38

<b>TAB D-6: PUBLIC AFFAIRS</b>		Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Has the commander appointed a PAO in writing?	CAPR 20-1 page 27
2.	How are you working with unit staff members to achieve HQ CAP's primary public affairs (PA) objectives to: <ul style="list-style-type: none"> <li>a. Increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security?</li> <li>b. Promote cooperation between CAP and other aviation and emergency services organizations?</li> <li>c. Acquaint the public with the importance of aerospace power to our national security?</li> </ul>	CAPR 20-1 page 39 & CAPR 190-1 page 1-1
3.	Have you received proper technical training? Specifically: <ul style="list-style-type: none"> <li>a. Training in news writing, film and digital photography, web design</li> <li>b. Recruiting and advertising</li> <li>c. Newsletter production</li> </ul> If you haven't, what can the wing do to help you gain this expertise?	CAPR 190-1 page 4-2
4.	How do you inform local media representatives of CAP events? <ul style="list-style-type: none"> <li>a. Do you keep a list of media contacts?</li> <li>b. Have you introduced yourself to these media contacts, either in person, by phone or in writing?</li> </ul>	CAPR 190-1 page 3-1 CAPR 190-1 page 3-2
5.	How do you assist the commander in managing controversies that have the potential to affect the unit, the wing and CAP as a whole?	CAPR 190-1 pages 3-15 and 4-4
6.	How do you keep CAP members informed and educated about CAP matters? <ul style="list-style-type: none"> <li>a. Do you publish a unit newsletter?</li> <li>b. In what other ways do you support internal communications within the unit?</li> <li>c. Does your unit manage a home page on the Internet?               <ul style="list-style-type: none"> <li>• Are your news releases published on it?</li> </ul> </li> <li>d. Do you regularly submit news items and photos to Civil Air Patrol News?</li> </ul>	CAPR 190-1 page 6-3  CAPR 190-1 page 7-1  CAPR 190-1 page 6-1 CAPR 190-1 page 4-8
7.	How do you make your unit a part of the local community? <ul style="list-style-type: none"> <li>a. How do you interact with local military, government, education, business, aviation, civic and media groups?</li> </ul>	CAPR 190-1 page 5-1  CAPR 190-1 page 5-2

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	b. How do you inform these groups of CAP activities in aerospace education, cadet programs, emergency services, SAR, CD and other mission areas?	CAPR 190-1 page 5-2
8.	Present copies of the periodic reports submitted to wing over the past year.	CAPR 190-1 page 4-6 and wing directives



	<b>TAB D-7: SUPPLY</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Please provide a copy of your assignment as Supply Officer.	CAPR 67-1 para 3-2
2.	Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?	CAPR 67-1 para 3-7d(2)
3.	<p>Have the required files been established to maintain accountability of CAP property?</p> <p>a. Is a CAPF 38, "<i>Property Document Register</i>", being used to record all transactions?</p> <p>b. Is a new CAPF 38 Register started each Jan 1<sup>st</sup>?</p> <p>c. Are document control numbers properly constructed and assigned to each transaction?</p> <p>d. Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation with the required justification?</p> <p>e. Does the non-expendable property file contain copies of CAPF 37 or DD Forms 1348-1A as appropriate until the changes are reflected on the next S-3?</p> <p>f. Are the unit property inventories (S-3) reviewed upon receipt and processed as required for the annual inventory?</p> <p>g. Has a Unit Requirements (Want) List been submitted on time?</p> <p>h. When and to who was it submitted?</p> <p>i. Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April?</p> <p>j. Is there a separate folder for each individual or agency having non-expendable property issued?</p>	<p>CAPR 67-1 paras 2-1</p> <p>CAPR 67-1 para 2-1a</p> <p>CAPR 67-1 para 3-4</p> <p>CAPR 67-1 paras 2-1d</p> <p>CAPR 67-1 para 2-1b</p> <p>CAPR 67-1 para 3-12c and 3-12d</p> <p>CAPR 67-1 para 3-5</p> <p>CAPR 67-1 para 3-7d</p> <p>CAPR 67-1 para 2-3a</p>
4.	<p>Are commercially procured and donated items properly identified on a CAPF 37?</p> <p>▪ Is each CAPF 37 properly processed?</p>	CAPR 67-1 para 3-7c and 3-7d
5.	Does the unit commander report missing items to the Wing Commander immediately upon discovery?	CAPR 67-1 para 4-8c
6.	Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration?	CAPR 67-1 para 1-3k(2)
7.	<p>How do you manage the Real Property Program?</p> <p>a. Are CAP Real Property Surveys on file for all facilities the unit owns, rents, leases, occupies or uses?</p> <p>b. Are copies of all licenses, deeds, leases, rental agreements and Letter of Agreements (LOAs) on file?</p>	<p>CAPR 87-1</p> <p>CAPR 87-1 para 7</p> <p>CAPR 67-1 para 2-2d</p>

<b>TAB D-8: TRANSPORTATION</b>		Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Does the unit have a vehicle assigned?	
2.	Is the vehicle record folder maintained properly? a. Copy of registration (original in vehicle) b. Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year c. Historical record of all maintenance repairs/expenses on vehicles d. Vehicle justification form (CAPF 175) e. Copy of the liability insurance card (original card should be in the vehicle)	CAPR 77-1 para 2
3.	Are vehicles operated and passengers carried IAW CAPR 77-1? a. Valid state driver's license required b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required ▪ Are vehicles carrying passengers or towing trailers only operated by drivers who are at least 21? c. Non-member passengers are approved in writing by the wing commander	CAPR 77-1 para 5b CAPR 77-1 para 5b  CAPR 77-1 para 6b  CAPR 77-1 para 6c
4.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles b. Emergency vehicle repair procedures being followed	CAPR 77-1 para 9b, Atch 6 and Wing policy CAPR 77-1 para 3d  CAPR 77-1 para 9c(2)
5.	Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements? a. CAPF 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i> b. Comply with state or local reporting procedures as required	CAPR 77-1 para 13  CAPR 77-1 para 13b(4)  CAPR 77-1 para 13a
6.	Are all Vehicle Self Insurance (VSI) claims and premiums submitted IAW CAPR 900-7? a. VSI claims are submitted within 60 days with all supporting documentation b. VSI windshield claims are submitted thru appropriate channels on CAPF 70	CAPR 77-1 para 11b  CAPR 77-1 para 11e(9)  CAPR 77-1 para 12
7.	Conduct vehicle inspection in accordance with attached Vehicle Inspection Checklist	

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<b>VEHICLE COMPLIANCE INSPECTION CHECKLIST</b>									
WING:		Date:		Odometer Reading:					
Vehicle ID:		Make:		Model:			Year:		
1.	Vehicle Documents			Y	N	Comments			
a.	Registration [CAPR 77-1 para 4]								
b.	Proof of Insurance [IAW State rules]								
2.	Vehicle Interior			Y	N				
a.	Vehicle interior's condition								
b.	First aid kit [CAPR 77-1 para 8j]								
c.	Fire extinguisher [CAPR 77-1 para 8j]								
d.	Instruments [CAPR 77-1 para 8a]								
e.	Horn [CAPR 77-1 para 8a]								
f.	Radio mounts [CAPR 77-1 para 8a]								
g.	Inspection stickers [IAW State laws]								
h.	Windows (operation & condition)								
i.	Windshield washer operation								
j.	Windshield wiper operation [para 8a]								
k.	Seat belts and safety devices [para 8a]								
3.	Vehicle Exterior			Y	N				
a.	Windshield wiper condition [para 8a]								
b.	Emergency flashers [para 8a]								
c.	Lights [CAPR 77-1 para 8a]								
d.	Back-up alarm [CAPR 77-1 para 8a]								
e.	Mirrors [CAPR 77-1 para 8a]								
f.	Exhaust system [CAPR 77-1 para 8a]								
g.	Leaks [CAPR 77-1 para 8a]								
h.	Tires [CAPR 77-1 para 8a]				LF	RF	LR	RR	Spare
	Mfr's recommended pressure		[CAPR 77-1 para 9a(5)]						
	Actual pressure found								
	Recommended tire load range		[CAPR 77-1 para 8c]						
	Actual tire load range found								
	General condition								
i.	General condition/damage								
j.	Markings, decals, numbers [77-1 para 10]								
4.	Engine Compartment			Y	N				
a.	Fluid levels [CAPR 77-1 para 8a]								
b.	Battery condition								
c.	Drive belts [CAPR 77-1 para 8a]								
d.	Hoses [CAPR 77-1 para 8a]								
e.	Leaks [CAPR 77-1 para 8a]								
5.	Driving Vehicle								
a.	Steering [CAPR 77-1 para 8a]								
b.	Brakes [CAPR 77-1 para 8a]								

	<b>TAB D-9: DRUG DEMAND</b>	Original
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	<b>REDUCTION</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Does the unit participate in the Drug Demand Reduction (DDR) program?	CAPR 51-1
2.	Does the unit have a DDR Officer (DDRO) properly assigned? a. Is this the name on file at wing? b. Does the unit have a cadet assistant DDRO?	CAPR 51-1 Section II Goals 2d and 2e
3.	Are you within 30 miles of an Air Force installation (Any installation with at least 100 USAF, AFRes or ANG personnel assigned)? a. Did the unit request DDR funding through the wing (Please show documentation)? a. How much did you request? b. For what purposes? b. Did the unit receive any DDR funding? a. How was it spent? b. What results were achieved? c. Have joint working relationships been established with any of the following? 1) Local USAF base DDR Coordinator 2) Local USAFR base DDR designee 3) Local National Guard DDR Coordinator 4) Local USAF base youth center 5) If so, what programs have been accomplished and what are planned?	CAPR 51-1 paras 1-1, 3-3a and atch 1  CAPR 51-1 para 3-2, Sect II, Goal 5 and Atch 3  CAPR 51-1 paras 1-1 and 1-2a, and Section II, Goal 2  CAPR 51-1 para 1-2c(2)(b)
4.	How has the AF, AFRes or ANG benefited from the DDR funds expended by your unit? a. What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard, reserve and civilian)? b. Is the local installation commander aware of the program and its effect on the members and dependents of his/her organization?	CAPR 51-1 paras 1-1, 3-2a and 3-3a
5.	What DDR activities is the unit conducting? a. Does the unit participate in Red Ribbon Campaigns? b. Does the unit conduct any other DDR activities?	CAPR 52-16 and CAPR 51-1, Section I, para 1-2c
6.	Does the DDRO submit the quarterly activity reports to the Wing DDRA in a timely manner?	CAPR 51-1, Section III, para 3-5 and Attach 4

	<b>TAB E-1: COMMANDER</b>	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How do you ensure all essential unit positions are filled with trained personnel?	CAPR 20-1 page 27; CAPR 35-1; CAPR 62-1
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) <ul style="list-style-type: none"> <li>What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet?</li> </ul>	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 para 1a and 1b
3.	What are your internal procedures for sound fiscal management and control of unit finances? <ol style="list-style-type: none"> <li>Was an audit of unit funds completed when you assumed command of the unit? <ol style="list-style-type: none"> <li>Were atch 1's guidelines used in conducting the audit? Is there documentation?</li> <li>Was a copy of the audit forwarded to wing? On what date? Please provide documentation?</li> </ol> </li> <li>How do you ensure proper budget planning, execution and review?</li> <li>Do you actively participate in unit finance committee meetings?</li> <li>Do you ensure internal fraud prevention through quarterly audits?</li> </ol>	CAPR 173-2 para 2  CAPR 173-1 para 4a  CAPR 173-1 para 4b  CAPR 173-2 para 2b  CAPR 173-2 para 5h
4.	What are your internal procedures for safeguarding supplies and equipment against theft or misuse? <ul style="list-style-type: none"> <li>When needed is the Wing Commander requested to initiate a Report of Survey, and is the member(s) notified of the finding (and pecuniary liability if appropriate)?</li> </ul>	CAPR 67-1 para 1-3j  CAPR 67-1 para 4-8
5.	Does the unit have any current, approved MOUs with local agencies? If so, when was it last updated and/or reviewed? <ul style="list-style-type: none"> <li>If yes, please provide documentation of the above.</li> </ul>	CAPR 60-3 para 5-3b(1)
6.	Show your ground and flying safety records covering the past 2 years. <ol style="list-style-type: none"> <li>Do you provide guidance and assistance to ensure an active safety program is established within the unit?</li> <li>Describe your mishap notification procedure.</li> <li>How have you implemented Operational Risk Management into CAP operations?</li> <li>How do you ensure your unit's flight release program properly protects CAP members and equipment?</li> </ol>	CAPR 62-1 para 2b, 2e and 2f CAPR 62-1 para 1b  CAPR 62-2 para 4 CAPR 62-1 para 1  CAPR 60-3 Chapt 4
7.	Describe your membership demographics (recruiting	

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	and retention for both cadets and seniors) for the past 2 years a. How do you encourage parental participation? b. Have you ever terminated a member? If so what procedures did you follow? c. What is your procedure for member suspension?	CAPP 33-1 para 4 CAPR 35-3 para 6  CAPR 35-1 para 6b
8.	Do you enforce the CAP Non-discrimination Policy throughout your unit? a. Are you aware that wing maintains copies of DoD Directive 5500.11 and 1020.1 for review upon request by any CAP member? b. What is your procedure for handling/reporting complaints alleging discrimination? c. Have all members within your command been briefed on the interim policy letter on complying with CAP's Non-discrimination Policy and for reporting violations of that policy?	DoDD 5500.11 and 1020.1, AFI 36-2707 and CAPR 39-1  CAPR 39-1 para 2a(2) & Nat'l Commander 's policy ltr dated 1 Apr 03  Nat'l Commander 's policy ltr dated 1 Apr 03
9.	Describe your process for handling IG and Fraud, Waste and Abuse complaints and how you interact in the IG process.	CAPR 123-2 para 4 and CAPR 20-1 page 27
10.	Describe your internal communications procedures. • How often do you meet with your staff and do you keep minutes of staff meetings?	CAPR 20-1 CAPR 10-2 para 6 and Table 1, Rule 11
11.	How do you ensure your files disposition plan meets the unit's need for continuity?	CAPR 10-2
12.	How do you ensure unit members wear the CAP uniform properly?	CAPM 39-1 and CAPR 20-1 page 27

TAB E-2: SAFETY		Original
	ITEM	REFERENCE
1.	Is someone within the unit designated to monitor, track, and actively manage the safety program? <ul style="list-style-type: none"> <li>What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)?</li> </ul>	CAPR 62-1 para 1b(2)  CAPR 62-1 para 1c
2.	Is the safety officer appointed in writing? a. Has a copy been sent to group/wing? b. To whom is the safety officer directly responsible?	CAPR 62-1 para 2a CAPR 20-1
3.	Is ground and flying safety information briefed monthly at unit meetings? a. Is a roster of individuals in attendance maintained? <ul style="list-style-type: none"> <li>Please have previous summaries and attendance rosters covering the past twelve months available for inspection.</li> </ul> b. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots? c. Is the NHQ Safety Bulletin placed on the safety bulletin board or in a read file? d. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?	CAPR 62-1 para 2b(1)  CAPR 62-1 para 2b(1)  CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(3)
4.	Are CAP Forms 26 readily available? Do personnel know what the forms are and how to use them? Are FAA Forms 8740-5, <i>Safety Improvement Report</i> , readily available? Do personnel know what they are and how to use them?	CAPR 62-1 para 2c
5.	Are any local directives or other forms of guidance published in the area of accident prevention?	CAPR 62-1 para 2d
6.	Has an internal safety survey been scheduled and accomplished annually? a. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report? b. Are copies of completed surveys forwarded to the next higher headquarters? c. Is the commander reviewing safety surveys?	CAPR 62-1 para 2f
7.	Are local accident reporting procedures established? a. Is a CAP Form 78 submitted on all mishaps within 48 hours?; to who was it submitted? b. Has a CAP Form 79 been submitted on all applicable accidents?; was it on time?	CAPR 62-2 para 4 CAPR 62-2 para 5  CAPR 62-2 para 6

	<b>TAB E-3: INSPECTIONS</b> (For inspection of Group Headquarters only)	Original
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Is the IG double billeted? a. What rating/level have you achieved in the Inspector General Specialty track? b. Have you completed the Inspector Senior Level Training Course?	CAPR 123-1 para 5e CAPR 123-1 para 9b  CAPR 123-1 para 9c
2.	Describe your Subordinate Unit Inspection (SUI) program for inspection of the group's subordinate units. a. Have you implemented the CAP SUI Guide, as supplemented by the wing, as part of the SUI program? b. Have copies of all SUI reports been forwarded to the Wing HQ?	CAPR 123-3 para 11  CAPR 123-3 para 11f  CAPR 123-3 para 11 i
3.	What evidence/proof do you offer the group's members that the IG works for the commander?	CAPR 123-1 para 2
4.	Describe all IG complaints handled in the past 3 years to include: a. Proper documentation? b. Safeguard of individual identity? c. Complaints closed out at lowest level?	CAPR 123-2  CAPR 123-2 paras 2, 7a, 8j CAPR 123-2 para 7a CAPR 123-2 para 6b
5.	How are CAP personnel in your group made aware of the IG system? a. Describe any instances in which it should have been utilized but was not. Describe your efforts to rectify the problem. b. Describe how you advertise to your group, the purpose, capability and authority of the IG to support an effort to handle problems at the lowest level.	CAPR 123-1 Para 10



# **SUBORDINATE UNIT INSPECTION GUIDE**

## **DISTRIBUTION (Electronically only)**

CAP National Commander	1
CAP National Vice-Commander	1
CAP Inspector General	1
HQ CAP Staff	21
CAP Region Commanders (1 ea)	8
CAP Wings (1 ea)	52
CAP Groups, Squadrons and Flights (1 ea)	1637
CAP-USAF/IG	1
CAP-USAF Liaison Region Commanders (1 ea)	8
CAP-USAF Wing Liaison Offices (1 ea)	52
Total	1782

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